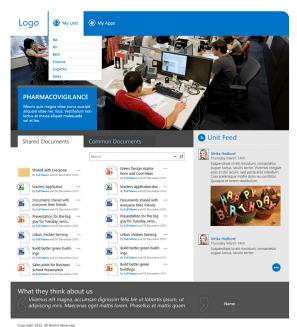# DMS

BUSINESS REQUIREMENT

Developing a Document management system with access control and archival Process with focus on easy discovery

SOLUTION – APPLICATION FEATURES

- Auto Creation of Document Templates from existing Formats
- Approval and Disposition workflows to manage document lifecycle
- Automated File Exporting to different Office formats
- Fine grained content access and auditing
- Powerful querying, filtering and discovery or content through BI and semantic Search
- Automatic mail reminders (Configurable mail text and configurable period)
- Automated archival process
- Digital Signature and Tagging with unique document identification

CUSTOMER DELIGHT

- Single source of information on all business assets and documents
- Process oriented Document Workflows in align with Business Practices
- Improved content discovery and Auditing